

Program Chair (Appointed)

Term: One year

Time Required: 5 hours per month (planning stage), then 2 hours per month

Overall Responsibility: Research, plan, and present internal and external Branch programs that promote and support members' interests and the AAUW mission

Responsibilities:

- Prepare for the next year's programs throughout the year by exploring possible topics, speakers, programs, and team participants
- Identify the program topics and presenters for all Branch meetings except as otherwise determined by Board
- Plan the programs
- Select and schedule venues for in-person Branch meetings or arrange for virtual presentations
- Coordinate and be the lead contact with all presenters
- Disseminate upcoming program information to members and the public, if applicable, in coordination with the *Vision* editors and Website Coordinator
- Ensure that programs are evaluated annually by the Programs team and Branch leadership
- Serve on the Board
- Keep track of activities and update the Operations Manual as needed

Qualifications:

- Knowledge of AAUW mission, members' interests, prior successful programs
- Knowledge of community resources and groups
- Ability to work with deadlines
- Excellent organizational and interpersonal skills